



OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

SEP 28 2006

PERSONNEL AND
READINESS

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Foreign Language Data Requirements for the Defense Civilian Personnel Data System (DCPDS)

This is to request your assistance in meeting the requirement of the Defense Language Transformation Roadmap, signed by the Deputy Secretary of Defense on February 14, 2004. The Roadmap requires that the Department accurately account for both military and civilian positions that require language skills. This accounting will facilitate the Department's efforts to identify those positions that are critical to the Department's national security mission.

A recent analysis of civilian personnel information from DCPDS revealed that many positions coded as having a language requirement contain incomplete data. In most cases, positions were identified as requiring a foreign language but the data fields indicating the actual language requirement were blank. Because of the importance of maintaining accurate corporate data on these kinds of positions, I am requesting all Components perform a one hundred percent review of their civilian positions requiring foreign language skills.

This review will encompass three areas: 1) the position description (PD) to ensure the language requirement is properly documented in the PD; 2) the DCPDS position and employee records to ensure all of the language data elements are accurately and fully coded; and 3) the position sensitivity code to ensure it is accurately identified (indicating security clearance requirements). We ask that you work with your functional managers and senior language authorities to ensure all positions that require language are properly identified and coded.

To assist in completing this review, each Component DCPDS Program Manager (PM) will receive a data report from the Civilian Personnel Management Service (CPMS) identifying positions currently in DCPDS (both encumbered and vacant) coded with language requirements. Components should:

- verify the language requirement for all positions listed;
- ensure that all appropriate language data elements in the position record are coded;
- ensure that the employee/person records correctly reflect the language skills of the employees occupying the positions;

- ensure positions have the appropriate position sensitivity level needed for the position;
- correct incomplete or improperly coded records as;
- ensure that positions with language requirements that are NOT reflected in the report are properly coded into DCPDS; and
- delete those vacant positions on the list that are no longer valid.

I am requesting that Components complete this review, including the appropriate updates to DCPDS, by November 30, 2006. Please submit a memo to that effect to the Director, CPMS, once you have completed your review.

Additionally, in May 2006, I encouraged all Components to aggressively market the new employee self-service functionality in DCPDS (known as "My Biz"). This application includes the functionality for employees to "self identify" their foreign language skills, regardless of whether their positions require those skills. This functionality will enable a more complete accounting of the foreign language capabilities of the Department's civilian workforce, so I ask you to actively market "My Biz" to your workforce.

The language initiative is critically important to the Department's mission. Your assistance in ensuring the data supporting this initiative is up-to-date and accurate is vital to the success of this effort. Thank you in advance for your cooperation with this request. If you have any questions, please contact Polly Black, on the CPMS staff at 703-696-1467.



Patricia S. Bradshaw
Deputy Under Secretary
Civilian Personnel Policy

cc:
Component Senior Language Authorities

DISTRIBUTION: ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY
(DEPARTMENT OF THE ARMY)
DEPUTY ASSISTANT SECRETARY, CIVILIAN HUMAN
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